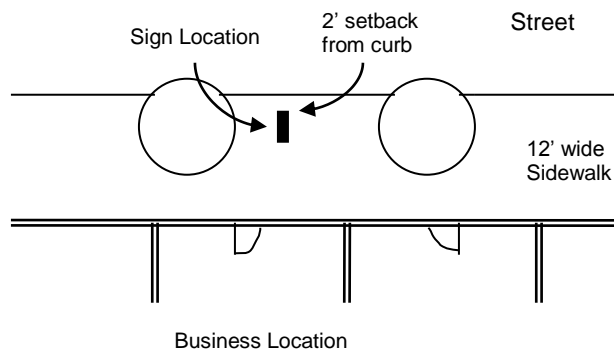
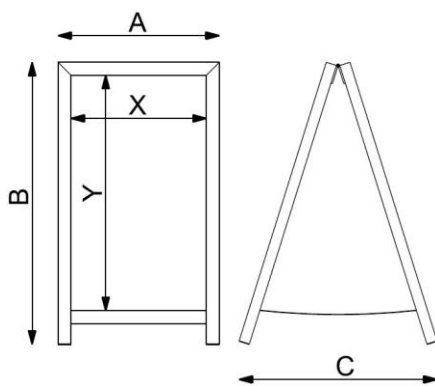


A-Frame/Portable Sign Permit Checklist

In order to expedite your portable sign permit submittal, please provide the following:

- ☐ A completed Sign Permit Application (fee of \$65).
- ☐ A Picture or drawing of proposed sign including dimensions (width (A) max 30", height (B) max 48", and depth (C)).



- ☐ A dimensioned site plan showing the proposed location including distance to curb (minimum of a 2 foot setback from edge of curb), existing doorways, landings, light poles, etc. (See Example above for a site plan for a sign on a sidewalk)
- ☐ If located on public sidewalk, or right-of-way, a completed Encroachment Permit Application is required, along with the following:
 - ✓ Insurance in the amount of \$1,000,000 for each occurrence and \$2,000,000 for General Aggregate, naming the *City of Lincoln, its agents, officers, and employees*, as an additionally insured party.
 - ✓ \$225 Encroachment Permit fee
- ☐ An Encroachment Permit is good for 12-months. After the initial 12-month time frame the Encroachment Permit can be renewed. If the applicant has complied with the requirements of the encroachment permit during the initial year of the placement of the sign the renewal fee would be \$25.

A complete application must include the above noted items. Upon acceptance of a complete application, please allow up to two weeks for review and approval. In some instances, the review process may take longer than the projected time. All applications are reviewed on a case-by-case basis.

If you have any questions, please contact the Development Services Department at (916) 434-2470 or stop by City Hall during normal business hours.